

PROJECT SUB-APPLICATION CHECKLIST

Mitigation project sub-applications **MUST** include the following to be eligible for consideration under the PDM program:

1. **Applicant Information:** Provide name, type, and location of the Sub-applicant (for states/Indian tribes, this may be the same as the Applicant), State and Federal tax numbers, and Federal Employer Identification Number;
2. **Contact Information:** Provide the name, agency, and address for the point of contact for the project sub-application;
3. **Sub-application Name:** Applicants should verify that the sub-application name includes the location of the proposed activity and the activity type.
4. **Community Information:** Select the name of the community or entity (*e.g.*, Indian tribe, college, university) that will benefit from the project sub-application. If the community or entity is not listed, please advise the FEMA Regional Office (see Section 2.14, Regional Contact Information). Provide a Community Profile with a brief description of the community to include population, location, any geographic areas of interest, description of critical facilities of a national, statewide, or regional significance (*e.g.*, military bases, hydroelectric dams), a synopsis and history of hazards affecting the community, and other applicable information that will clarify the need for the mitigation project;
5. **Mitigation Plan Information:** Indicate whether the local entity that will benefit from the project sub-application is covered by a FEMA-approved Tribal/local hazard mitigation plan and whether the state/Indian tribe/territory is covered by a FEMA-approved State/Tribal Standard or Enhanced hazard mitigation plan and describe how the proposed project aligns with the goals, objectives, and priorities identified in the existing State/Tribal hazard mitigation plan. Provide reference to planning documents (*i.e.*, section and page number);
6. **Mitigation Activity Information:** Indicate the type and title of the proposed project, and whether construction is involved;
7. **Hazard Information:** Identify the hazard to be mitigated by the project and the location and dimensions (*i.e.*, area, volume, depth) of the project, including project site location on at least a 1:24,000 scale U.S. Geological Survey (USGS) topographic map, photographs showing the project site, sketches, and/or drawings showing the project site (*e.g.*, appropriate sections of FIRM);
8. **Scope of Work:** Describe the objectives, methodology, feasibility, outcomes, timeline, milestones, resources, deliverables, and benefits of as well as reasons for the proposed project, including work schedule/tasks for each activity and who will complete each task (See Section 5.4, Scope of Work);
9. **Properties:** Provide a list of properties (and alternative properties) to be mitigated. The property information history must include owner name, address, latitude and longitude (see Section 5.3, Mitigation Project Requirements), type of structure, hazard to be mitigated, damage category, year built, flood zone designation, NFIP repetitive loss number (if applicable), property action, and property Benefit-Cost Analysis information;

10. **Decision Making Process:** Identify alternatives considered to address the hazard prior to deciding upon the proposed project and describe the process used to determine that the proposed project is the best alternative to solve the identified problem and the reasons the alternatives were not selected;
11. **Cost Estimate:** Provide all anticipated and potential costs for each proposed project activity, including Federal and non-Federal shares (see Section 5.5, Cost Estimate). Provide an Approved Indirect Cost Agreement, if applicable;
12. **Match Sources:** Provide the non-Federal cost share for the proposed activity, including documentation to support the non-Federal cost share and Sub-applicant status as a small, impoverished community, if appropriate, for Federal cost share of up to 90 percent (see Section 2.7, Cost Share Requirements);
13. **Cost-Effectiveness Information:** Provide complete BCA and documentation, including damage history, methodology used for the event frequency determination, and all BCAs to support the project Benefit-Cost Ratio (see Section 5.6, Cost Effectiveness);
14. **Environmental/Historic Preservation:** Provide complete responses to established Environmental/Historic Preservation questions, and complete environmental/historic documentation (see Section 5.7, Environmental/Historic Preservation Compliance);
15. **Maintenance Schedule:** Provide a maintenance schedule, including cost information, and identify the entity that will perform long-term maintenance (see Section 5.3.8, Project Maintenance);
16. **Evaluation Information:** Provide responses to the questions for each sub-application for competitive National Ranking and Evaluation, including documentation for the BCA (see Section 5.8, Evaluation Information); and,
17. **Assurances and Certifications:** If applicable in your Applicant state/Indian tribe/territory, complete the Summary Sheet for Assurances and Certification, FEMA Form 20-16; Assurances - Non-Construction Programs, FEMA Form 20-16A; Assurances - Construction Programs, FEMA Form 20-16B; Certification Regarding Lobbying; Debarment, Suspension and Other Responsible Matters; and Drug-Free Workplace Requirements, FEMA Form 20-16C; and, Disclosure of Lobbying Activities, Standard Form LLL.